OTHER ADMINISTRATIVE OFFICE SERVICES

Administrative supporting elements are required at the laboratory in every area of office management; namely, procurement and supply, budget control, personnel, and general administration.

The administrative staff is organized to relieve the scientific and professional staff of all routine administrative responsibility.

SUMMARY CONTACTOR

Investigation: Administrative Services Biological Laboratory: Woods Hole, Masse

		Est. *				F	Fiscal	Years				Γ
	Project Title	Cost	57	58	59	09	19	62 (63	779	65	99
Administrative Services	ices	1,99,1	6.3	1.03	1 9°2	801 5	0.6	56.3 51.0 37.6 h8.h 50.6 51.h 57.0		5885	59.1	59.2
				+	\dagger	\dagger	†					
				+	1	1	\dagger	+	1	1		
				\dagger								
			1	-	-				1		 	
				7	+	1	1	-				
									-			
										Ì		1
					1		+			Ì		
					1							
								-				
Andrew Comment of the												
							1					
		-			-			1	- 			
		1	5	10	7 61	-	7	-	0	2 02	50	9
	Invectigation Tetal	17567	Condition of	3	2	70		אים מווסית מסים וצדיית מוים	3	200 2 DY04 DY06	1	200
	Anthal Revoles									i	Date	
Laboratory	Regional or Area Office Mashington Office	fice	Pre	pared	by:	Vince	d to	Prepared by: Vincent A. Mackey	AST	à	8/6/59	
			Rec	Recommended by:	led b						Drte	
			Lai	Lab. Director	ccto		erber	Herbert W. Or ham	티	9		
			RC	Rog. or Area	rec	Dir						
			Br	Breych Chick	Mich							
	A de des regions de la company		App	Approved by:	by:				- 1			
						Divi	Division	Chief		for Director	tor	
	The state of the s											
	والمستقم والم والمستقم والمستقم والمستقم والمستقم والمستقم والمستقم والمستق											1

*Total needed by Laboratory for Project in theusands of dollars.

U. S. Fish and Wildlife Service Bureau of Commercial Fisherics

Sheet No. 1

Location: Woods Hole, Mass. Date: August 6, 1959
File No.

Research Project Outline

Title of Pro	ject: Other Administra	tion Office Services	
Investigation	n Title:		
Investigation	n Chief:		
Project Lead	e r:		
	Name	Title	Gr ade
Assistants:	(Title and Grade)		
Collaborator	s:		
Need for Inf	ormation:		
Objective:	operational) including	rvices for the entire st manuscript typing, pho rector's salary include	tographic and
Method of Pr	directly as	aries of all clerks and signed to a project, all ork, reports and manuscr	purchasing,

Phase 2:

Method of Procedure: (Cont'd)

Phase 3:

Estimated Costs: Tota	l Needed by Labor	ctory for Complete Project	499•1
	FY <u>1959</u>	FY <u>1960</u>	FY 1961
Personal Services Other Expenses:	20.1	20.5	20•8
Within Project	ging days delth Milled deren armanigen. Helenging personnelphan dans « delphane	00 to 00	(mil) ent gap
Lab. Adm. & Ser.	17.5	27•9	29.8
Lab. Total	37•6	48.4	50.6
Regional Office Mashington Office			**************************************
Total			
Recommended Source of F	(S-K, Regular, Contributed,	
Recommended by: Originator			Date
7) , , , , , , , , , , , , , , , , , ,	Vincent A. Mackse	У	
Laboratory Director Regional Director	Herbert W. Graham	and application of anythrades of production of the production of t	
Branch Chief			
Approved by: Division Chief for Dir	rector		

Remarks

(Continue on reverse side)